



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

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Great Falls, Montana 59405
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DEPARTMENT: Montana School for the Deaf and Blind

Division: Education

JOB TITLE: Outreach Consultant for Deaf and Hard-of-Hearing

START DATE: August 20, 2007

STARTING SALARY: Dependent on education and years of experience

LOCATION OF JOB: Positions will be located to provide optimal service to northeastern, southeastern and northwestern Montana

STATUS: Permanent, Full-time, Three Positions Available (200 duty days)

SUPPLEMENT REQUIRED: Yes

PAY GRADE: Contract exempt

POSITION NUMBER: 51304007

BARGAINING UNIT: MEA/MFT

CLOSING DATE: July 1, 2007

TYPICAL DUTIES: Serves deaf and hard-of-hearing children in their home communities by providing information, technical assistance and consultation with the goal of promoting appropriate intervention strategies and educational practices for deaf and hard of hearing children in Montana.

Facilitates the implementation of the Family Advisor Program, which involves home-based early intervention services for infants and preschool age children. This includes working with parents, overseeing the work of family advisors, and collaborating with other service providers to develop Individual Family Service Plans (IFSPs) that appropriately meet the needs of children.

Provides classroom support, consultation and technical assistance for school age children. Provides classroom based assessments, offers recommendations and suggestions to classroom teachers and specialists who directly serve deaf and hearing impaired students, and provides information on professional and instructional resources. Participates in Child Study Team meetings and assists in the development of Individual Education Plans.

Assists in the planning and facilitation of annual Family Learning Weekends, Summer Skills Programs, and facilitates other learning opportunities for students. Works with the MSDB admissions coordinator to facilitate appropriate referrals of students for evaluation and placement at MSDB.

Completes summary reports of site visits and contacts, travel logs and expense vouchers, and other documents required by the outreach program supervisor. Keeps outreach data base current. Reviews and approves reports and invoices submitted by contracted Family Advisors. Maintains effective communication with constituents by site visits, email and telephone. Completes follow-up with reports, recommendations, phone contacts and/or e-mails on a timely basis.

Additionally, serves as a resource to the medical, home, education and community service agencies by providing training and information.

EDUCATION AND EXPERIENCE:

Bachelor's or Master's degree in Deaf Education with previous experience working with deaf and hard-of-hearing children in an educational setting preferred. Applicants with degrees in related fields and previous experience working with deaf and hard-of-hearing children will be considered.

KNOWLEDGE AND SKILLS:

Knowledge of general special education instructional practices and specifically best practices in the education of the deaf; educational and audiological assessment procedures and interpretation of assessment results; support services typically utilized in the education of the deaf, including speech/language and interpreter services; special education rules and regulations and the IEP/CST process. Ability to comply with data collection, records management and reporting features assigned to the position. Ability to develop and maintain relationships with a broad constituency through the application of skills and knowledge fundamental to the positions as well as excellent interpersonal communication skills.

ADDITIONAL CONSIDERATIONS:

The successful employee must be self-directed and able to work with limited supervision or direction. The position requires extensive travel working hours beyond those of a typical teaching position with an average of 2 to 3 nights away from home each week. The position may require occasional work on weekends and extended workdays with meetings before and after regular school hours. This is a "tele-work" position requiring the employee to work out of a home-based office, usually located in a community outside of Great Falls. Telework employees must be able to maintain the basic machines and functions of an office as well as securing routine maintenance for the state vehicle assigned to the position.

BENEFITS: Full Insurance Package

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Application supplement.
3. Letters of reference from previous three employers (3 letters of reference).
4. Transcripts or all coursework leading to degrees or licensure.
5. Copies of Professional Licenses which are applicable to the requirements of the position.
6. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
7. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service.

Locally 1018 7th Street South, Great Falls, Montana, 406-791-5800.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000